

# REMOTE LEARNING

## \* COVID ABSENCE

- + If you have receive a positive covid test AND feel well enough to participate in lessons.
- + Lessons/ school work will be provided for you to access

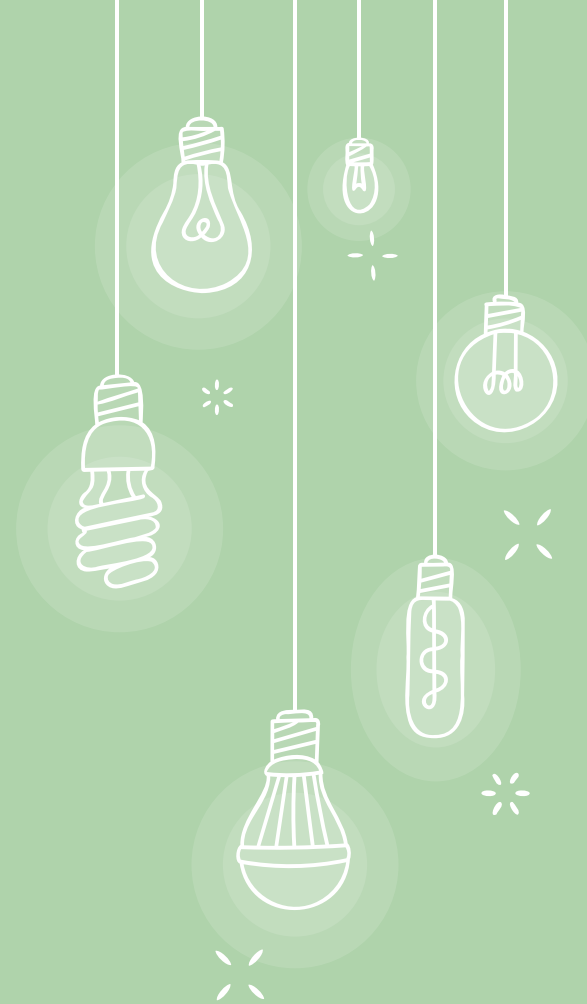




# MS TEAMS !

All work will be set via Microsoft Teams

Your Progress Tutor will be online in the morning registration (if possible)



[www.biddulphhigh.co.uk](http://www.biddulphhigh.co.uk)

Click on school portal

“



The screenshot shows a web browser at the URL [www.biddulphhigh.co.uk](http://www.biddulphhigh.co.uk). The navigation bar includes links for MCAS, ParentPay, Locker, and **School Portal** (which is circled in red). Other navigation items include Home, Our School, Students, Parents, Sixth Form, Lettings & Hospitality, and Contact. The main content area features a large photograph of the school building with the text "Welcome to Biddulph High School" and the tagline "Achieve Excellence".



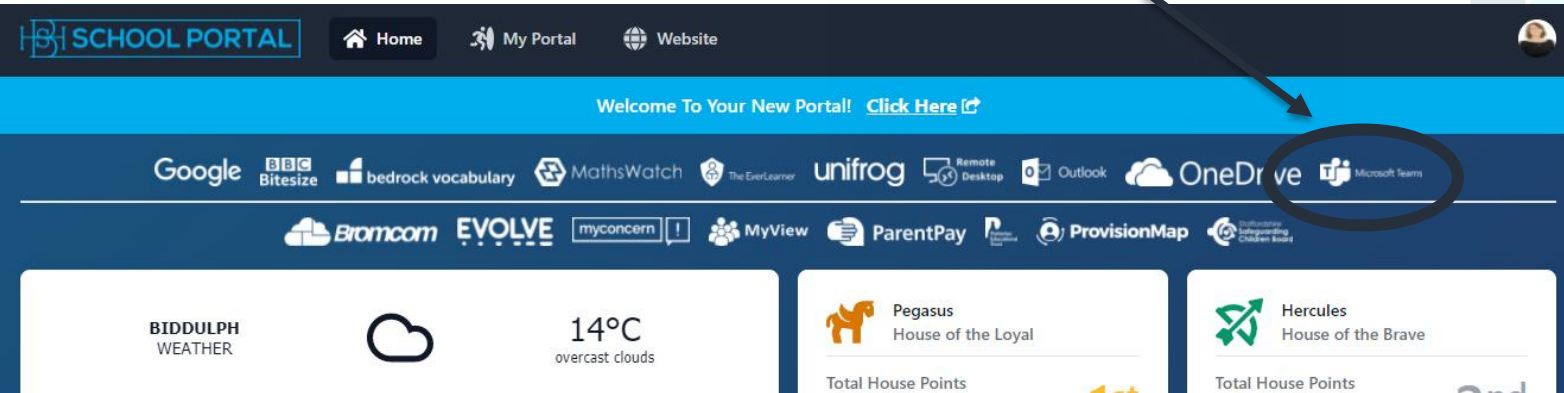
## \* WHEN ON THE SCHOOL PORTAL

- + Log in using your school email address and password
- + Your email is username@biddulphhigh.co.uk  
e.g. smith1234@biddulphhigh.co.uk
- + Password is the same as your school log on



# ✿ WHEN ON THE SCHOOL PORTAL

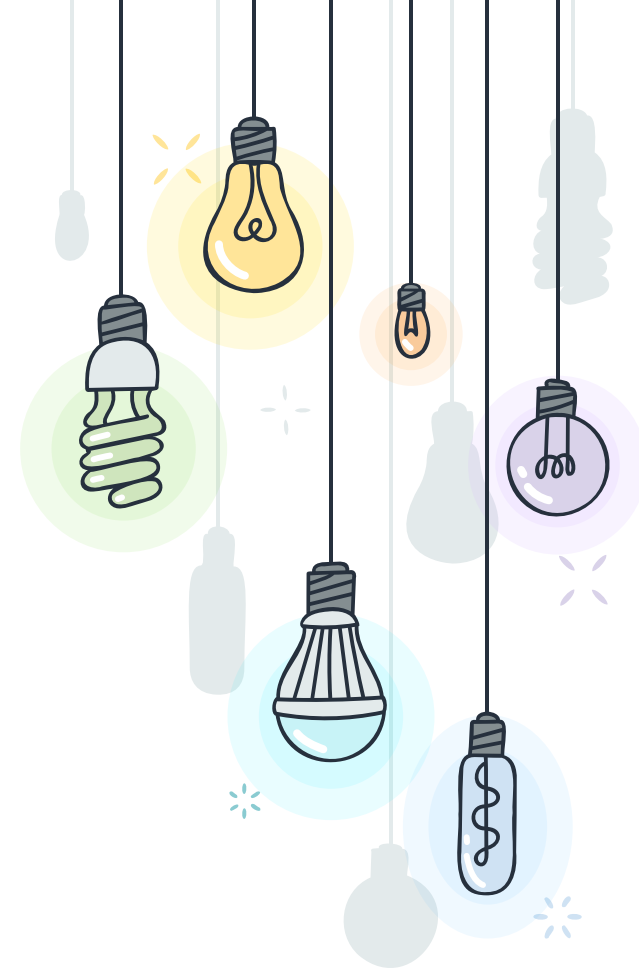
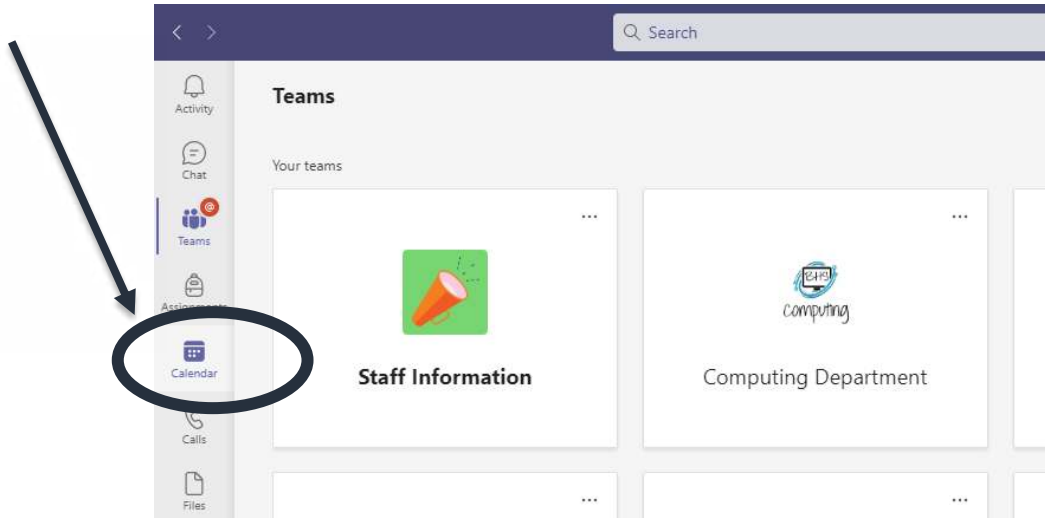
+ Click on Microsoft Teams



The screenshot shows the school portal interface. At the top left is the 'SCHOOL PORTAL' logo. Below it are navigation links for 'Home', 'My Portal', and 'Website'. A blue banner reads 'Welcome To Your New Portal! [Click Here](#)'. Below the banner is a row of application icons including Google, BBC Bitesize, bedrock vocabulary, MathsWatch, The EverLearner, unifrog, Remote Desktop, Outlook, OneDrive, and Microsoft Teams. The Microsoft Teams icon is circled in red, and a black arrow points from the text 'Click on Microsoft Teams' to it. Below the icons are more services like Bramcom, EVOLVE, myconcern, MyView, ParentPay, ProvisionMap, and a safeguarding icon. At the bottom, there are three main sections: 'BIDDULPH WEATHER' with a cloud icon and '14°C overcast clouds'; 'Pegasus House of the Loyal' with a horse icon and 'Total House Points'; and 'Hercules House of the Brave' with a green icon and 'Total House Points'.

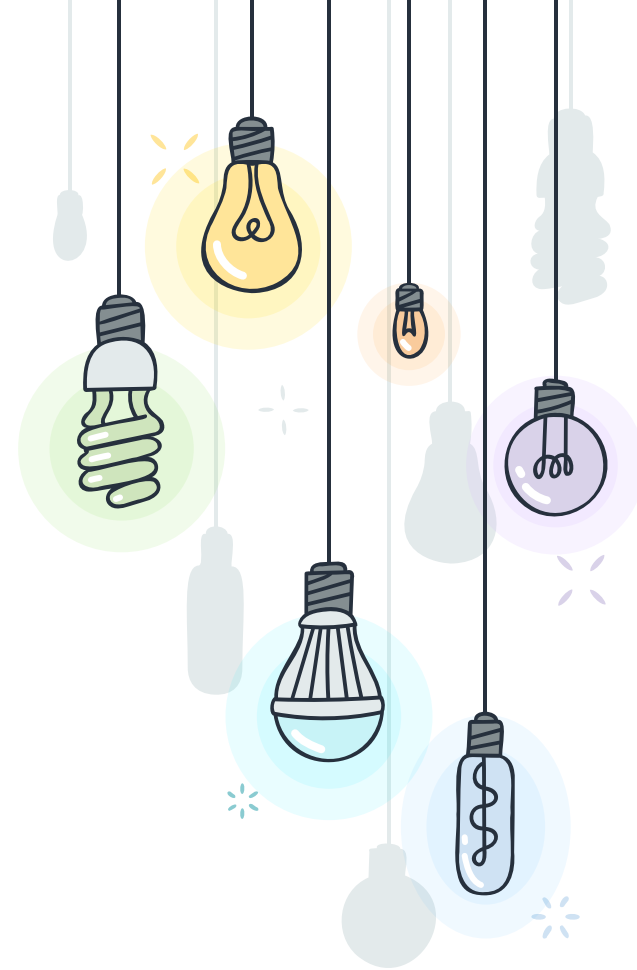
# \* SELECT CALENDAR

+ On the left hand side of your screen



# \* THERE ARE 2 WAYS YOUR LESSONS CAN BE SET

- + Live
- + A task

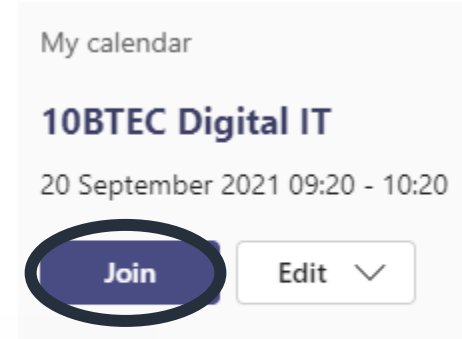
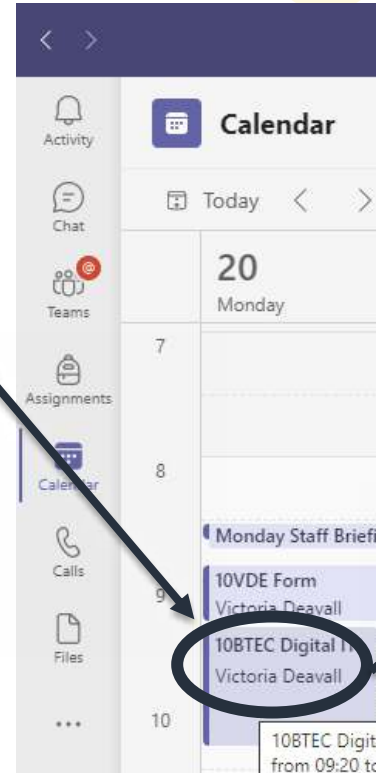






## \* LIVE LESSONS

- + Look at the day and time
- + Click on the lesson you should be in
- + Click join
- + Wait for the teacher to let you in



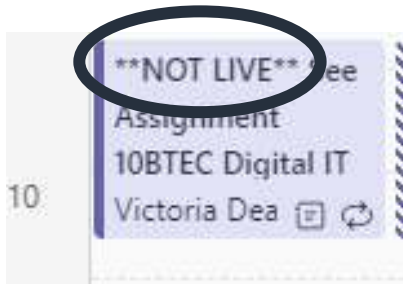
# \* IF A LIVE LESSON IS NOT SHOWING

- + Check on your live lesson channel – choose the correct date and time
- + Click the lesson
- + Click join

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows the 'Live Lessons' channel selected under the 'Channels' section. The main area shows the '9B - Computing 1 - 21' channel with a 'Live Lessons' tab active. A meeting report is visible, indicating a meeting ended at 14:15 on 25/10/2021. Below the report, a message from Victoria Deavall states 'Scheduled a meeting' for 'P2 - 9B1 Computing' on 25/10/2021. An arrow points from the 'Live Lessons' channel in the navigation pane to the meeting report.

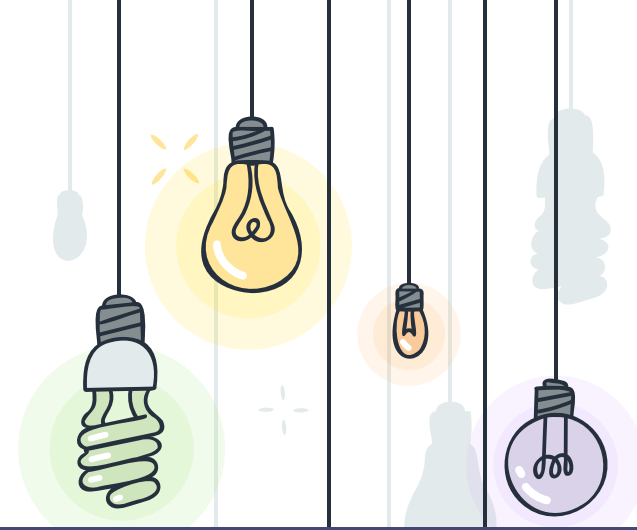
## \* A TASK

- + It may not always be possible for you to join a live lesson
- + Check the title on the calendar
- + It may say “ NOT live – See assignment” or
- + “NOT live – see wall for post”



## \* GO TO YOUR CLASS TEAM

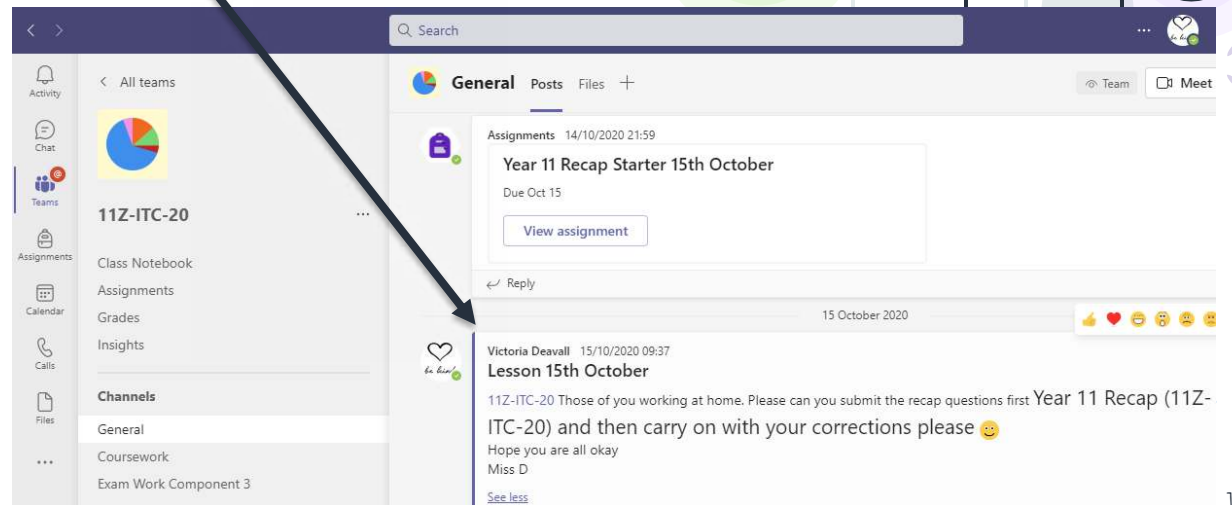
- + Click on Assignments
- + An assignment will show with the date, lesson and title



A screenshot of the Microsoft Teams mobile app interface. The top navigation bar is dark blue with a search icon and the word 'Search'. Below it, the left sidebar shows icons for Activity, Chat, Teams (circled in black), Assignments, and Calendar. The main content area shows a team card for '10Z C Computer Science' with a '21' badge. Below the team card, the 'Assignments' section is visible, with the 'Assignments' label circled in black. The 'Assigned' tab is selected, showing a list of assignments. The first assignment is 'Yr10 21st September Abstract' (circled in black), and the second is 'Y10 GCSE CSHomework 2 - Inputs/Process' with a due date of 'September 24, 2021 11:59 PM'.

# ✿ OR GO TO YOUR CLASS TEAM

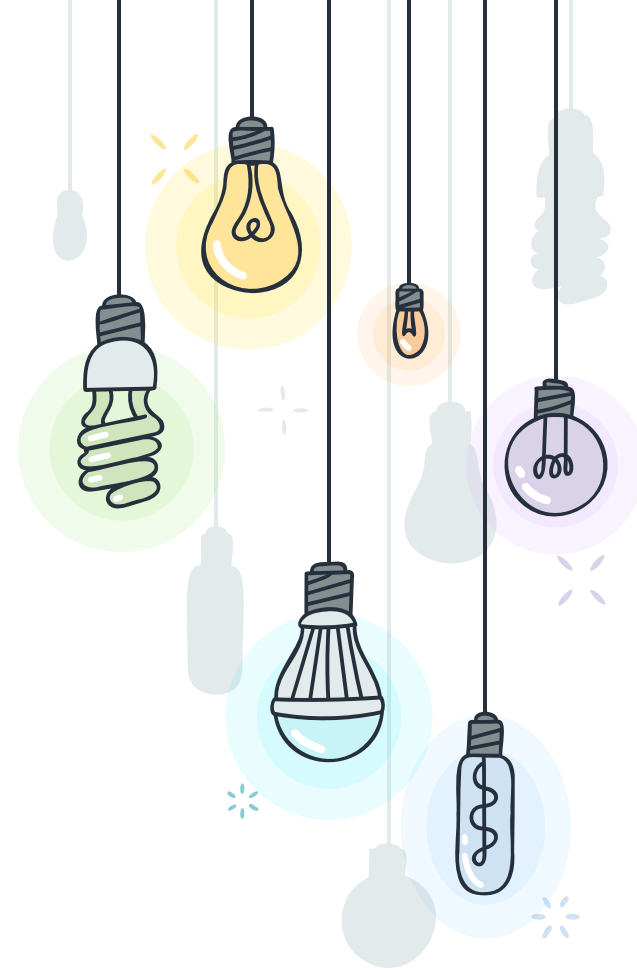
- ✦ Check on the wall for information about the task you are expected to complete that lesson



The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a chat window for the '11Z-ITC-20' team. At the top, there's a search bar and tabs for 'General', 'Posts', and 'Files'. Below the tabs, an assignment card is visible: 'Year 11 Recap Starter 15th October' with a due date of 'Oct 15' and a 'View assignment' button. Below the assignment, a message from Victoria Deavall is shown, dated '15/10/2020 09:37'. The message reads: 'Lesson 15th October' followed by '11Z-ITC-20 Those of you working at home. Please can you submit the recap questions first Year 11 Recap (11Z-ITC-20) and then carry on with your corrections please 😊'. There are reaction icons (thumbs up, heart, smile) to the right of the message. A black arrow points from the text 'Check on the wall for information about the task you are expected to complete that lesson' to the assignment card.

## \* IF YOU ARE STRUGGLING

- + Please contact your Progress Tutor
- + Subject Teacher
- + Ring the school office



1

**WHAT LESSONS HAVE I GOT TODAY?**

- Open Teams, logging on with the username and password you use on a school computer.
- Click on calendar (left hand side).
- ALL your lessons will show here.

2

**HOW DO I JOIN MY ONLINE LESSON?**

- Click on the lesson in your calendar.
- Click the blue JOIN button and wait for your teacher to let you in.

3

**MY CALENDARED LESSON SAYS "NOT LIVE", WHAT DO I DO?**

- This means that this lesson is a task lesson and NOT a live taught lesson.
- Read the title and instruction on the calendared lesson.
- Follow the instructions by going to assignments or posts on your class team. This is where the task instructions will be.
- REMEMBER to submit your tasks to secure your attendance mark.

4

**I AM STILL STRUGGLING TO ACCESS LESSONS OR LOCATE TASKS**

- Please explain any issues to your Progress Tutor in form time, or email your Progress Teacher or Class Teacher for help.

